

Department of the Army  
US Army Ordnance Center and Schools  
Aberdeen Proving Ground, Maryland 21005-5201  
Redstone Arsenal, Alabama 35897-6000  
30 November 2005

**\*Ordnance Reg 350-16**

## **Training**

### **INSTRUCTIONAL MANAGEMENT**

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**Summary.** This regulation establishes policies and provides guidelines for managing school instruction at the US Army Ordnance Center and Schools headquartered at Aberdeen Proving Ground (APG), MD, and at Redstone Arsenal (RSA), AL

**Applicability.** This regulation is applicable to all Army and Interservice Training Review Organization (ITRO) consolidated courses and blocks of instruction taught in the Ordnance Schools.

**Suggested Improvements.** The proponents of this regulation are the Directorate of Instruction (DOI), US Army Ordnance Mechanical Maintenance School (OMMS) and the DOI, US Army Ordnance Munitions and Electronics Maintenance School (OMEMS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank forms) to Commander, US Army Ordnance Mechanical Maintenance School, ATTN: ATSD-DI, Aberdeen Proving Ground, MD 21005-5201.

**Availability.** This regulation is available in electronic media only.

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***\*This regulation supersedes OD Reg 350-16 dated 22 April 2002.***

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**1. Purpose.**

This regulation establishes policies and provides guidelines for managing school instruction.

**2. References.**

See Appendix A.

**3. Responsibilities.**

a. The Directorates of Instruction (DOI) will provide educational guidance and training for management of proponent instruction.

b. The Training Department Directors, Quality Assurance Office (QA), and Noncommissioned Officer Academy (NCOA) Commandants will--

(1) Ensure instructors and team leaders maintain classroom management before, during, and after the presentation of any instructional material.

(2) Ensure instructors and team leaders rehearse lesson(s) prior to the first-time presentation to students.

(3) Ensure instructors and team leaders maintain an Observer/Visitor Book in every instructional area.

(4) Ensure instructional materials are written in accordance with (IAW) TRADOC Reg 350-70. At the Ordnance School at APG, place a school-heading sheet on these materials if instructional materials are from other sources.

(5) Delegate appropriate authority to control all instructional matters to the instructor or team leader assigned to teach the class.

c. Supervisors, Mentors, Master or Senior Instructors will--

(1) Observe instructors or team leaders rehearsing a lesson for the first time.

(2) Mentor instructors and team leaders in the area of instructional management.

d. Instructors or team leaders assigned to teach a class will--

(1) Rehearse prior to instructing a class for the first time.

(2) Maintain maximum classroom management before, during, and after the presentation of any instructional material.

(3) Maintain control of all instructional matters.

#### **4. Policy.**

Training organizations will maintain good instructional management before, during, and after the presentation of any instructional material.

#### **5. Procedures.**

a. Instructors and team leaders will accomplish before-class management. They will--

(1) Rehearse lessons taught for the first time prior to presenting material to students. A Supervisor, Mentor, Master or Senior Instructor will observe this rehearsal.

(2) Identify class being conducted through identification cards. (Embossograph signs may be used for this purpose.) Place the cards in wooden display boards or on magnetic chalkboards.

(a) Display the identification cards within the classroom or shop area in the following sequence:

INSTRUCTOR'S or TEAM LEADER'S NAME  
(Instructor Development Program (IDP) Decal Optional)

COURSE

SUBJECT

CLASSIFICATION (If applicable)

(b) Display identification name card and IDP level as follows:

1. Master Instructor level name cards will have red and yellow decal.

Note for the Ordnance School at APG: Decals for Senior, Instructor, and Associate Levels are no longer being issued and their use will eventually be phased out.

2. Senior Instructor level name cards will have optional yellow and black IDP decal and Soldiers will wear the Senior Instructor Badge on the right breast pocket on a black fob.

3. Instructor level name cards will have optional black and white IDP decal and Soldiers will wear the Instructor Badge on the right breast pocket on a black fob.

(c) Display small name cards outside the classroom.

1. Letters for the name card may be any color.

2. Embossograph or name cards used in the lesson need not match in background or letter color.

(d) Place identification cards with the instructor or team leader's name and class outside of the classroom. If a classroom has more than one entrance, place a sign on or near the door approved for visitor entry. Use other signs as required (for example, CLASS IN SESSION, ENTER OTHER DOOR, CLASS ON FLOOR).

(3) Provide an Observer/Visitor Station. This station will consist of:

(a) One identified desk, table, or lectern, as appropriate, in the instructional area.

(b) An Observer/Visitor Folder on the desk, table, or lectern.

(4) The Observer/Visitor's Folder will consist of:

(a) Visitor sign-in log.

(b) Current class roster.

(c) Student attendance roster.

(d) Current training schedule.

(e) Signature pages of the program of instruction and the annex(s) of lesson(s) being taught.

(f) Lesson plans with risk management worksheet.

(g) Instructor credentials and operators permit are filed in the Instructor Folder. File Appendix B of DOI SOP 350-01 in Tab G of the Observer/Visitor Folder.

(h) Observation Form.

(i) Sample/Job Aid of completed observation form.

(j) Completed daily risk assessment checklist.

(k) OD Reg 350-16, Appendix B, Instructor Proponency Certification Checklist.

(l) OD Pam 350-16, Instructional Standards.

(m) Procedures for injured personnel.

(n) Student Evacuation Plan.

Note: DO NOT include any test or answer sheet.

- (5) Ensure a physical arrangement conducive to learning.
  - (a) Ensure the temperature, lighting, and ventilation are adequate.
  - (b) Notify supervisors to submit work orders to correct any deficiencies.
  - (c) Arrange seating in a manner that enables all students to see, hear, or take part in the instruction.
  - (d) Make available all supplemental training materials and equipment in quantities indicated in the lesson plan.
  - (e) Require ear protection when appropriate. The instructor must strive to eliminate or reduce any disrupting noise.
  - (f) Require eye protection and protective clothing when noted in the lesson plan.
  - (g) Ensure fire evacuation plan is posted within the classroom.
  - (h) Plan for the security of classified material in advance. Verify student security clearances and proper identification. Provide for a monitor outside the classroom. Ensure all windows are covered.
  - (i) Provide Instructor Credentials (see Appendix B) to be maintained in the administrative office where the class is taught. At remote sites, TDY Instructors' credentials will be maintained by the instructor. The credentials will be available for inspection by an observer.
- b. Instructors and team leaders will accomplish during-class management. They will--
  - (1) Meet instructional standards and ensure that electronic instructional presentations do not contain "distracting special effects".
  - (2) Give students the proper respect, identifying them by their appropriate rank and name at all times.
  - (3) Control use of tobacco products.
    - (a) Prohibit smoking in classrooms.
    - (b) Prohibit smoking in the presence of Initial Entry Training (IET) students.
    - (c) Prohibit the use of tobacco products by IET students.

(4) Ensure the removal of military shirts is only at the discretion of the supervisor.

(5) Maintain the security of classified material. Make an announcement prohibiting the taking of student notes, unless arrangements have been made to properly mark and store these notes as classified material.

(6) Ensure students only take food and beverages into the classroom as directed by the training department.

(7) Ensure observers meet the following expectations:

(a) Visitors or observers will not interrupt a class in progress or undermine the authority of the instructor or team leader.

(b) Visitors or observers can interrupt a class only for safety or environmental violations.

(8) Avoid interrupting the class to report to senior officers and other visitors. When visited by senior officers, the assistant instructor, team leader, or senior person, if available, will report. The person reporting will provide the class and course in progress, number of assigned and present personnel, and subject being presented.

(9) Maintain discipline. The instructor or team leader assigned to teach a class must exercise proper authority, when necessary, to control the class members regardless of his/her rank or military status relative to the class members. To maintain discipline, the instructor or team leader must:

(a) Provide the opportunity and learning environment for students to meet the lesson objective.

(b) Ensure that as many students take part in the class as possible. This means the instructor or team leader must control the over-eager and encourage the quiet student to take part.

(c) Refer infractions of discipline to their supervisor. This includes reporting suspected violations of the student honor code through supervisory channels without delay.

(10) Remain in the instructional area when administering a test.

c. Instructors or team leaders will accomplish after-class management. They will--

(1) Clean the whiteboard/chalkboard (wash chalkboard if possible).

(2) Cover and/or store all training materials.

- (a) Remove and store all training materials not required for the next class.
  - (b) Cover or remove all other training equipment, as appropriate.
  - (c) Cover training aids such as mock-ups, cutaways, and actual items to prevent damage and unnecessary handling by students.
  - (d) Cover or set aside overhead and slide projectors.
  - (3) Clear the lectern of all unnecessary materials.
  - (4) Direct students to clean out their desks if they are leaving the area. Ensure they also clean off the desk at the end of the instructional day.
  - (5) Turn off or unplug all electrical equipment.
  - (6) Turn off lights (if appropriate).
  - (7) Ensure removal of any furniture or equipment from any training area has prior approval.
  - (8) Conduct remedial training as scheduled.
  - (9) Ensure all potential fire and safety hazards are reported to their supervisor.
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## **Appendix A**

### **References**

#### **AR 380-5**

Department of the Army Information Security Program

#### **TRADOC Reg 350-18**

The Army School System (TASS)

#### **TRADOC Reg 350-70**

Systems Approach to Training Management, Processes, and Products

#### **OD Pam 350-16**

Instructional Standards – Observation of Training

#### **OMMS DOI SOP 350-67**

Instructor Folders

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## Appendix B

### Instructor Proponency Certification Checklist

The following information is required IAW TRADOC Reg 350-70, Systems Approach to Training Management, Processes and Products; and TRADOC Reg 350-18, The Army School System (TASS). Copies will be maintained in the visitor's book.

A. Name \_\_\_\_\_

B. MOS \_\_\_\_\_

C. Course

	<u>Graduate</u>	<u>Date Completed</u>
TAITC	YES NO	_____
PLDC	YES NO	_____
BNCOC OBC	YES NO	_____
ANCOC CLC3 WOAC	YES NO	_____
SGI	YES NO	_____
SAT	YES NO	_____
TCC	YES NO	_____
DDTA	YES NO	_____
VTT-ITC	YES NO	_____

D. Other Requirements

CERTIFICATION BOARD	YES NO	_____
OPERATOR'S PERMIT (if applicable)	YES NO	_____
APFT	YES NO	_____

E. I certify that the information listed above is true: \_\_\_\_\_ .

Supervisor's Signature Date

SIGNATURE  
Chief Instructor

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## Glossary

<b>ANCOC</b>	Advanced Noncommissioned Officer Course
<b>APFT</b>	Army Physical Fitness Test
<b>APG</b>	Aberdeen Proving Ground
<b>BNCOC</b>	Basic Noncommissioned Officer Course
<b>CLC3</b>	Combined Logistics Captains Career Course
<b>DDTA</b>	Designing Digital Training Aids
<b>IAW</b>	In Accordance With
<b>IDP</b>	Instructor Development Program
<b>IET</b>	Initial Entry Training
<b>ITRO</b>	Interservice Training Review Organization
<b>NCOA</b>	Noncommissioned Officer Academy
<b>OBC</b>	Officer Basic Course
<b>OMEMS</b>	US Army Ordnance Munitions and Electronics Maintenance School
<b>OMMS</b>	US Army Ordnance Mechanical Maintenance School
<b>PLDC</b>	Primary Leadership Development Course
<b>QA</b>	Quality Assurance
<b>RSA</b>	Redstone Arsenal
<b>SAT</b>	Systems Approach to Training (Course)
<b>SGI</b>	Small Group Instructor (Course)
<b>SOP</b>	Standing Operating Procedure
<b>TAITC</b>	The Army Instructor Training Course
<b>TASS</b>	The Army School System
<b>TCC</b>	Test Construction Course
<b>TDY</b>	Temporary Duty
<b>TRADOC</b>	US Army Training and Doctrine Command
<b>VTT-ITC</b>	Video TeleTraining – Instructor Training Course
<b>WOAC</b>	Warrant Officer Advanced Course

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(ATSD-DI)

  
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